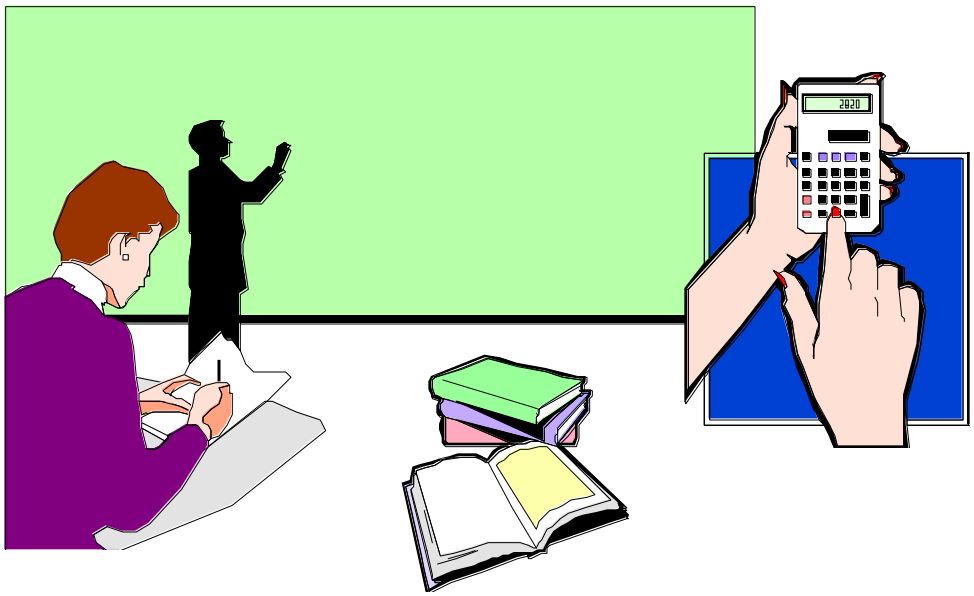
A Tutorial For Using MicroGrade 3.0.7 For Teachers:

Setting Up a Class



MicroGrade Tutorial
Setting Up

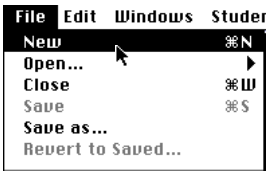
Lesson Objective: Able to create a new class file, input student data, configure attendance and grading period components, and create and edit assignment categories.

Review of Key Concepts: Electronic gradebooks are just like traditional gradebooks except that they are much more flexible, forgiving of mistakes, and powerful to use.

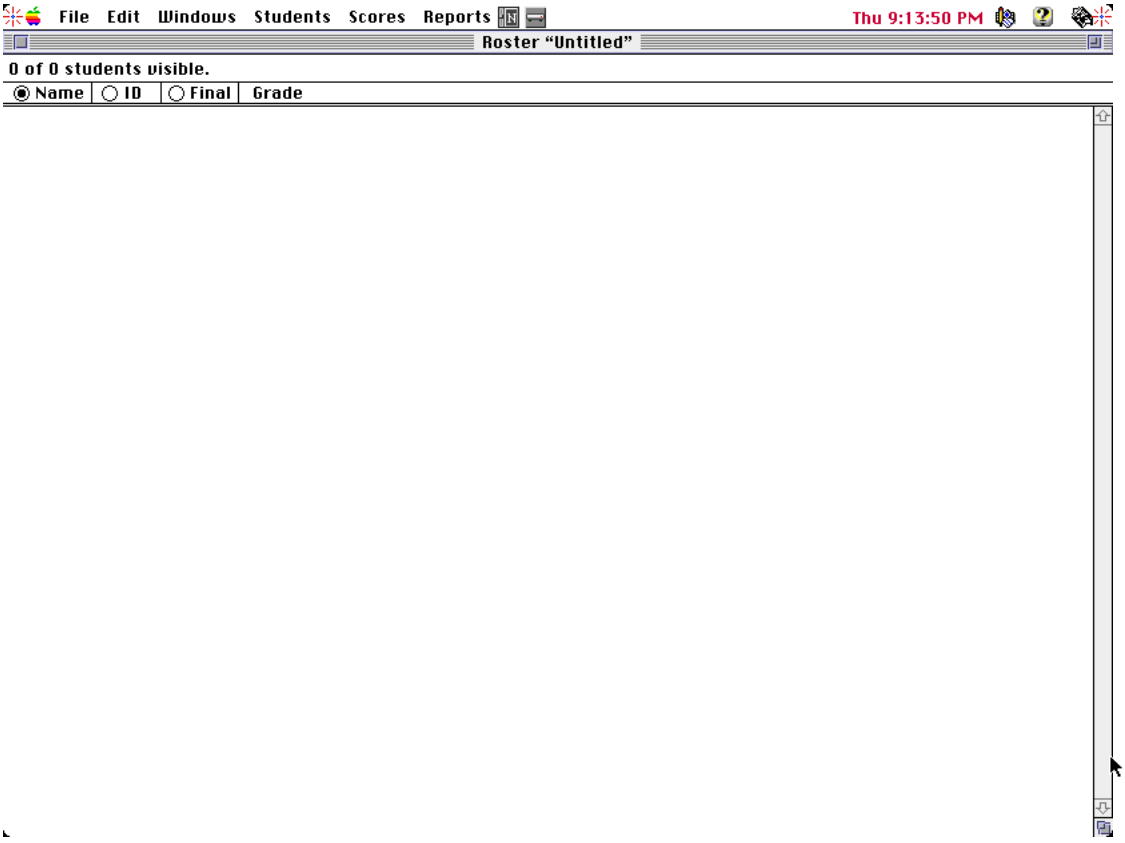
Entering/editing grades is applied only to selected students or assignments. To select a student or assignment, click on the appropriate name. To select multiple assignments or students, hold down the *shift* key and click on the desired names. Choose command (⌘)-A from the Edit menu to select all students or assignments. **Use keyboard shortcuts whenever possible**.

Getting Started

To set up a new class:



- Open MicroGrade from your hard drive.
- Pull down the **File menu** and choose **New**. An **Untitled Roster** window opens (see below).

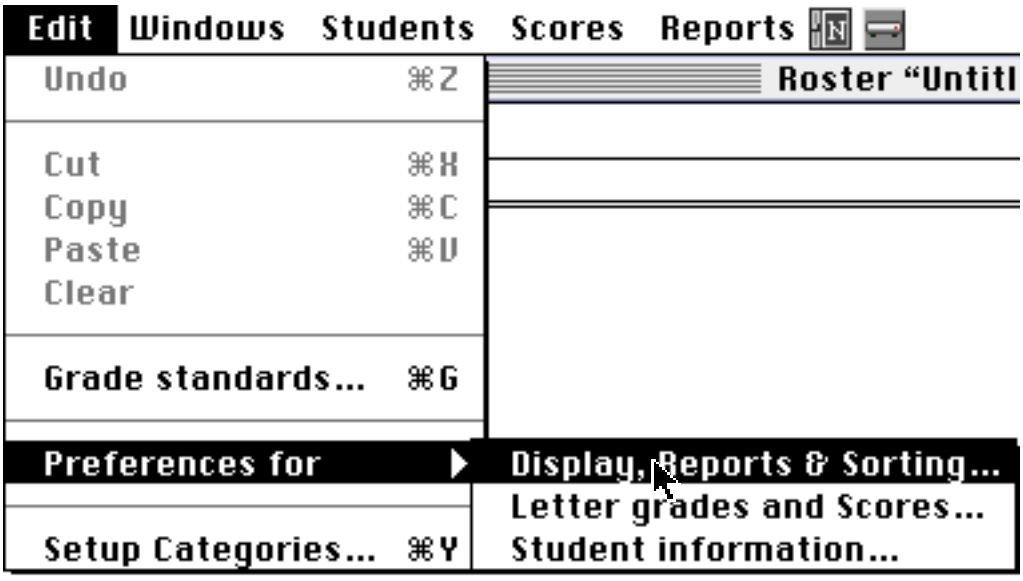


Setting Preferences

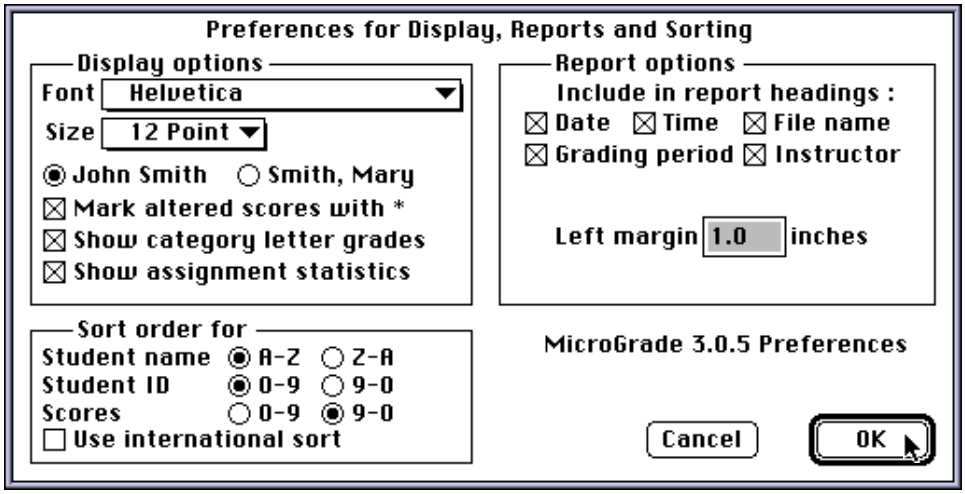
You must choose several preferences related to grading, attendance, display, and printing before MicroGrade will work properly. While setting these preferences is not required at this point, it is helpful to get this part out of the way so that you do not forget to set them later on.

To set preferences:

- Pull down the **Edit menu** and choose **Preferences for**. A **submenu** opens. Choose **Display, Reports & Sorting…** (see below).

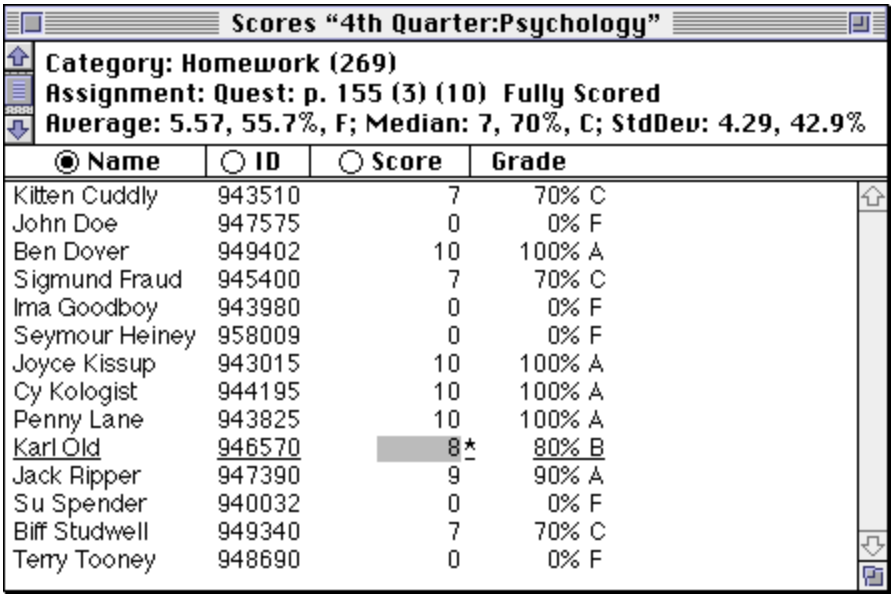


- The **Preferences for Display, Reports and Sorting** window opens. In the ensuing discussion about the preferences associated with this screen, please refer back to the window below for visual references.



- **Display options** allow you to choose the font, font size, and name order in your display and reports. In addition, decide whether you want MicroGrade to mark altered grades and show letter grades and assignment statistics. To determine the font and font size for your display and printed reports, open the pop-up menus and choose accordingly. For name order (first name first or last name first), click the desired radio button. For the other options, click in the desired box(es). In this case, information will be displayed in 12 point Helvetica, the order of students' names will be first names first, asterisks will appear beside changed scores, letter grades will appear beside percentages, and assignment statistics will be displayed. The resulting output is seen below. Notice that the names and scores for this particular assignment are displayed in 12 point Helvetica, students' names appear first name first, Karl Old has a changed grade, and assignment statistics are displayed in the window above the names and scores.

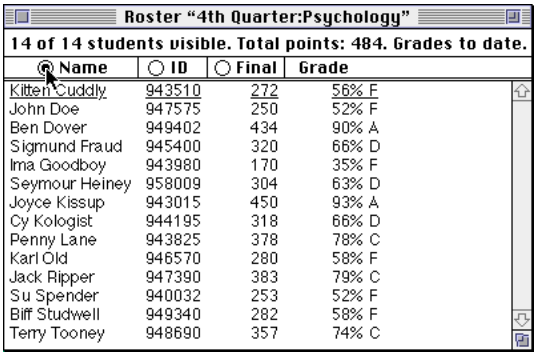
  NOTE: The underlined student, Karl Old, indicates that he is the *selected* student.


Scores "4th Quarter:Psychology"
Category: Homework (269)
Assignment: Quest: p. 155 (3) (10) Fully Scored
Average: 5.57, 55.7%, F; Median: 7, 70%, C; StdDev: 4.29, 42.9%
Name
ID
Score
Grade
Kitten Cuddly 943510 7 70% C
John Doe 947575 0 0% F
Ben Dover 949402 10 100% A
Sigmund Fraud 945400 7 70% C
Ima Goodboy 943980 0 0% F
Seymour Heiney 958009 0 0% F
Joyce Kissup 943015 10 100% A
Cy Kologist 944195 10 100% A
Penny Lane 943825 10 100% A
Karl Old 946570 8* 80% B
Jack Ripper 947390 9 90% A
Su Spender 940032 0 0% F
Biff Studwell 949340 7 70% C
Terry Tooney 948690 0 0% F

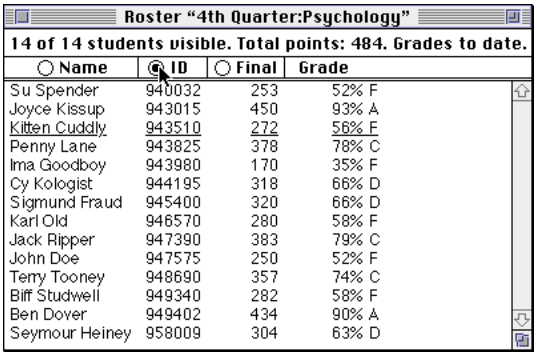
- **Sort order** preferences determine the order in which students are displayed and by what criterion. To set these preferences, simply click the desired radio buttons (see previous page). In this case, students' names and ID numbers will be sorted low to high (**ascending order**) and students' scores will be sorted in **descending order** (high to low). Examples of the different sorting options are seen at the top of the next page.

- **Reports options** are chosen by clicking the desired boxes. In this case, the date and time that the report is generated will appear on it, as well as the file name, grading period, and instructor's name. See the tutorial on printing reports for examples of these report options.

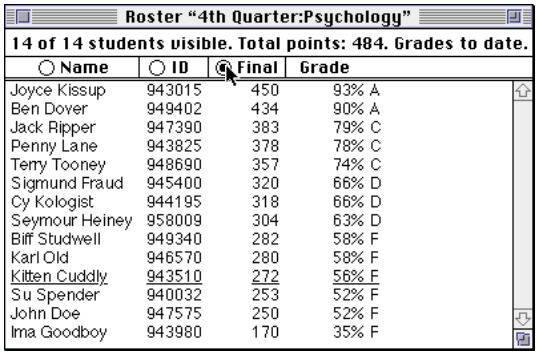
- Set the **left margin**, if desired, by double-clicking in the box and changing the default setting of .5 inches. In this case, the printed report's left margin will be one inch. When finished, click **OK**.


Roster "4th Quarter:Psychology"
14 of 14 students visible. Total points: 484. Grades to date.
Name ID Final Grade
Kitten Cuddly 943510 272 56% F
John Doe 947575 250 52% F
Ben Dover 949402 434 90% A
Sigmund Fraud 945400 320 66% D
Ima Goodboy 943980 170 35% F
Seymour Heiney 958009 304 63% D
Joyce Kissup 943015 450 93% A
Cy Kologist 944195 318 66% D
Penny Lane 943825 378 78% C
Karl Old 946570 280 58% F
Jack Ripper 947390 383 79% C
Su Spender 940032 253 52% F
Biff Studwell 949340 282 58% F
Terry Tooney 948690 357 74% C

Sorting by Name
(**ascending order**)


Roster "4th Quarter:Psychology"
14 of 14 students visible. Total points: 484. Grades to date.
Name ID Final Grade
Su Spender 940032 253 52% F
Joyce Kissup 943015 450 93% A
Kitten Cuddly 943510 272 56% F
Penny Lane 943825 378 78% C
Ima Goodboy 943980 170 35% F
Cy Kologist 944195 318 66% D
Sigmund Fraud 945400 320 66% D
Karl Old 946570 280 58% F
Jack Ripper 947390 383 79% C
John Doe 947575 250 52% F
Terry Tooney 948690 357 74% C
Biff Studwell 949340 282 58% F
Ben Dover 949402 434 90% A
Seymour Heiney 958009 304 63% D

Sorting by ID #
(**ascending order**)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14 of 14 students visible. Total points: 484. Grades to date.
Name ID Final Grade
Joyce Kissup 943015 450 93% A
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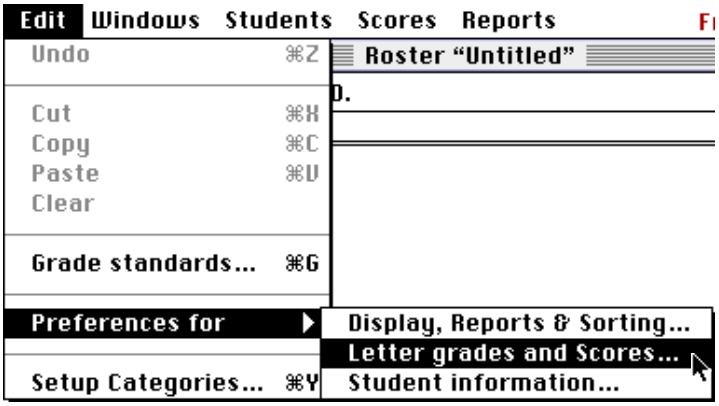
Cy Kologist 944195 318 66% D
Seymour Heiney 958009 304 63% D
Biff Studwell 949340 282 58% F
Karl Old 946570 280 58% F
Kitten Cuddly 943510 272 56% F
Su Spender 940032 253 52% F
John Doe 947575 250 52% F
Ima Goodboy 943980 170 35% F

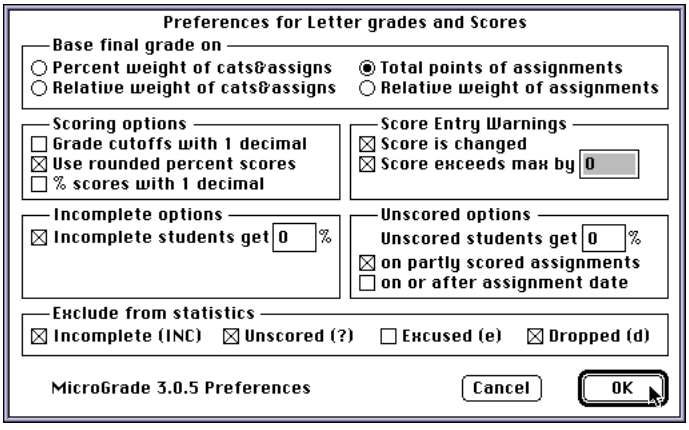
Sorting by Scores
(**descending order**)



To set preferences for letter grades and scores:

- Pull down the **Edit menu** and choose **Preferences for**. A **submenu** opens. Choose **Letter Grades and Scores…** (see left).

- The **Preferences for Letter grades and Scores** window opens (see right).

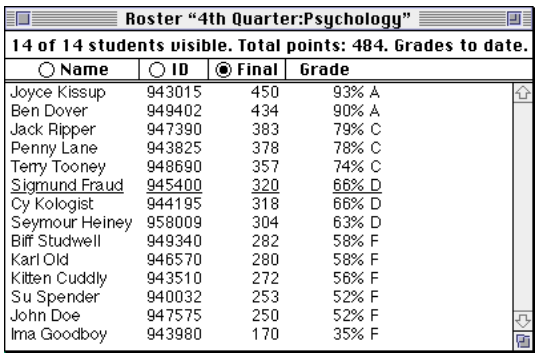


While a complete discussion of all these preferences is impossible here, the following is a brief overview of the **Letter grades and Scores preferences**. In the ensuing discussion about the preferences associated with this screen, please refer back to the window on the right for visual

references. For a complete discussion of advantages and disadvantages for each choice, please refer to the MicroGrade user's manual

- Click the desired radio button under **Base final grade on** to have MicroGrade determine how your students' grades will be determined. In the example on the previous page, students' grades will be determined by total points.

- Under **Scoring options**, click the desired box to determine how scores are displayed. In this case, there will be no decimal points in students' averages. The resulting output can be seen in the window to the right. **HINT: you will probably save yourself lots of arguments with students if you do NOT display decimal points!!!!**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14 of 14 students visible. Total points: 484. Grades to date.
Name | ID | Final | Grade
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Ben Dover 949402 434 90% A
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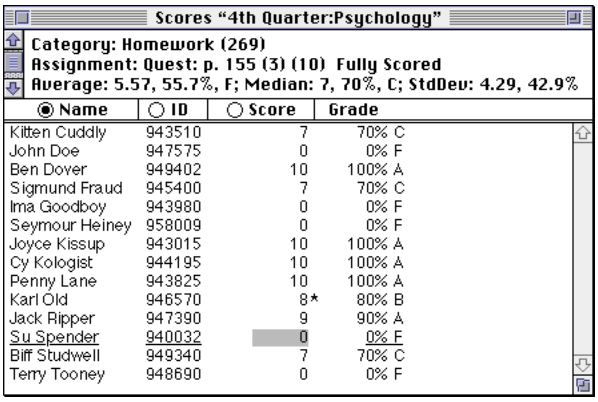
Penny Lane 943825 378 78% C
Terry Tooney 948690 357 74% C
Sigmund Fraud 945400 320 66% D
Cy Kologist 944195 318 66% D
Seymour Heiney 958009 304 63% D
Biff Studwell 949340 282 58% F
Karl Old 946570 280 58% F
Kitten Cuddly 943510 272 56% F
Su Spender 940032 253 52% F
John Doe 947575 250 52% F
Ima Goodboy 943980 170 35% F

- For **Incomplete** and **Unscored options**, you must decide whether to have MicroGrade assign a zero to students with unscored assignments and/or incomplete scores. In this case, MicroGrade will assign a zero to students with missing work. By choosing these options, students are not misled about the effect of missing or incomplete assignments on their GPAs. They can clearly see that incomplete work will turn into a zero and have a negative impact on their grades. In the window to the right, there are no missing scores. If there were, 0 would be replaced by a question mark (?). However, the student's grade would remain the same since MicroGrade is configured to interpret a missing score as a zero.


Scores "4th Quarter:Psychology"
Category: Homework (269)
Assignment: Quest: p. 155 (3) (10) Fully Scored
Average: 5.57, 55.7%, F; Median: 7, 70%, C; StdDev: 4.29, 42.9%
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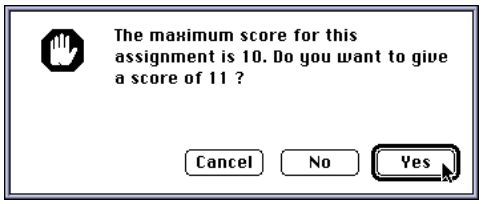
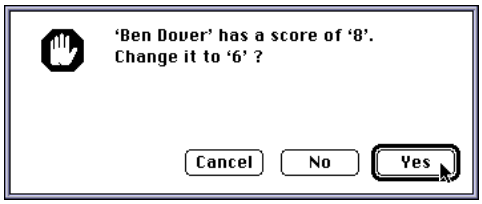
Jack Ripper 947390 9 90% A
Su Spender 940032 0 0% F
Biff Studwell 949340 7 70% C
Terry Tooney 948690 0 0% F

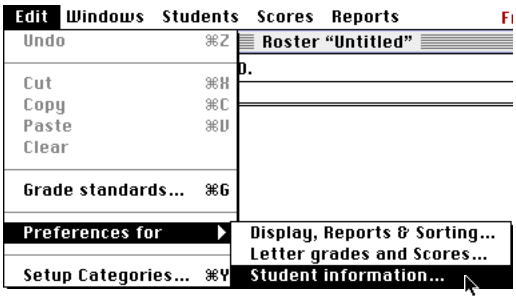
- Click the desired box(es) for the **Score Entry Warnings**. In this case, MicroGrade is configured to display **alert windows** whenever a student's score exceeds the maximum score or whenever a student's score is changed (see examples below).



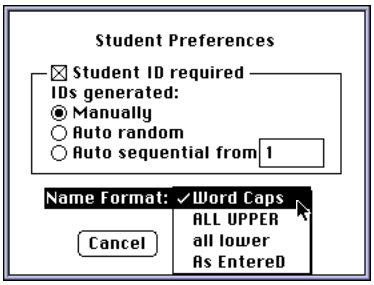


- Click the desired box(es) under **Exclude from statistics**. These options are fairly self-explanatory. When you are finished, click **OK**.

To set preferences about students:

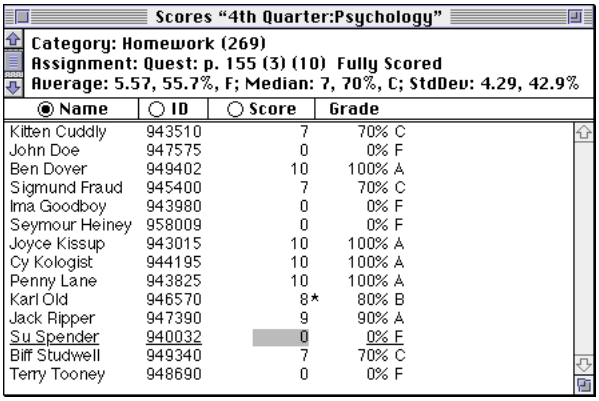


- Pull down the **Edit menu** and choose **Preferences for**. A **submenu** opens (see right). Choose **Student information…** The **Student Preferences** window opens (see below)



- If you want to require student IDs, click in the box.

- If you require IDs, you then need to determine whether you or MicroGrade will assign ID numbers. If you choose MicroGrade, it can assign numbers either sequentially or randomly. In this case, students IDs are required and will be manually entered. The resulting output can be seen in the window to the right.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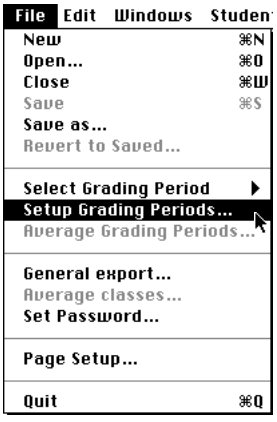
Ima Goodboy 943980 0 0% F
Seymour Heiney 958009 0 0% F
Joyce Kissup 943015 10 100% A
Cy Kologist 944195 10 100% A
Penny Lane 943825 10 100% A
Karl Old 946570 8* 80% B
Jack Ripper 947390 9 90% A
Su Spender 940032 0 0% F
Biff Studwell 949340 7 70% C
Terry Tooney 948690 0 0% F

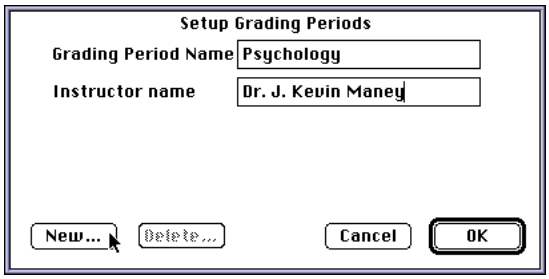
- Open the pop-up menu for **Name Format** and select accordingly. In this case, the first letter in students' first and last names will be automatically capitalized. When you are finished, click **OK**.

Setting Up Grade Periods

You must determine the number of grading periods you want MicroGrade to track. In this example, two grading periods, **Psychology** and **Psychology 2**, will be set up for a semester class in senior social studies. (If the class were a year long, then **four** grading periods would be needed.) To set up two grading periods:

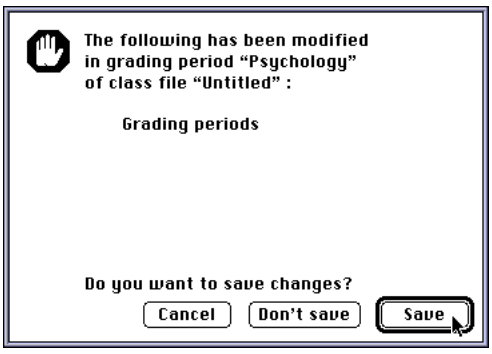
- Pull down the **File menu** and choose **Setup Grading Periods…** (see right). The **setup Grading Periods** window opens (see below).



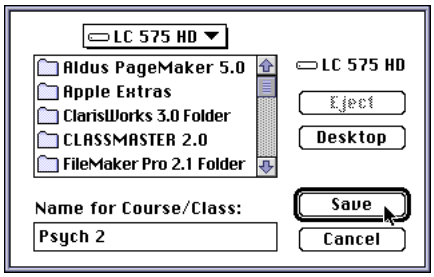


- Fill in the name of the grading period and your name. If you chose this option in the preferences window, then both will appear on printed reports. The first grading period is now defined. Click the **New** button.

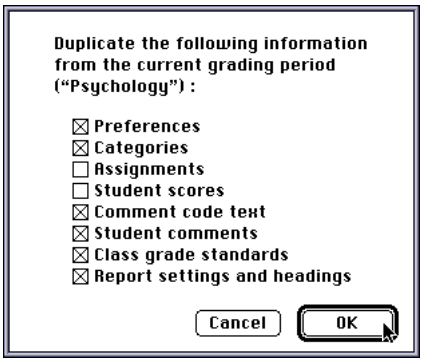
- An **alert window** appears asking if you want to save your first grading period. Click **Save**.



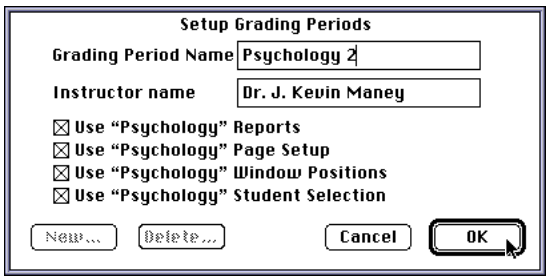
- The standard Macintosh **navigational window** opens (see below). Use it to determine where on your hard drive you want to save your new class file. It is here that you also give your file a name. In this case, the file's name is Psych 2 to indicate that it is second hour Psychology. When you are finished, click **Save**.



- After your file is saved, you will be presented with the window below. It is here that you duplicate everything you want from the first grading period to the second grading period. In this case, everything is duplicated except assignments and student scores. Naturally, a new grading period means new assignments and scores. When finished, click **OK**.



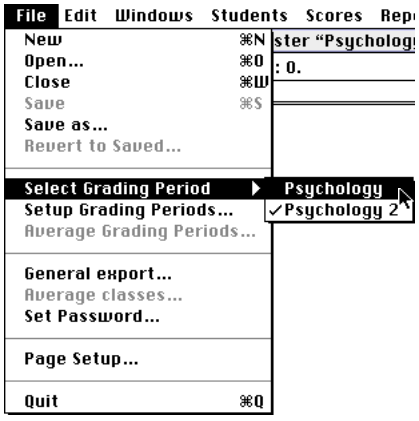
- A new **Setup Grading Periods** window opens (see below). Notice that the instructor's name is already filled in. Give the new grading period a name different from the first grading period and then choose the options from the first grading period that you want duplicated to this grading period. In this case, the new grading period is titled, "Psychology 2," to indicate it is the grading period for the second quarter. **Reports**, **Page Setup**, **Window Positions**, and **Student Selection** used in the first grading period will also be used for this grading period. When finished, click **OK**.



NOTE: If you were setting up a third quarter grading period, you would click the **New** button and repeat the above process. If you make a mistake, you can also delete a grading period from this window.

- You are returned to your roster window. Notice that now instead of being untitled, the window displays the name you gave the second grading period. To return to the first grading period:

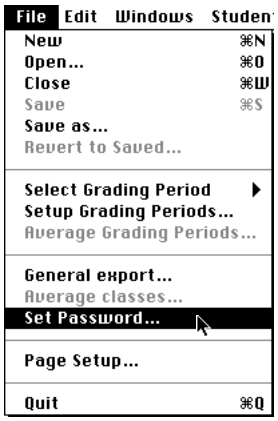
- Pull down the **File menu** and choose **Select Grading Period**. A **submenu** appears (see right). Choose **Psychology** (the first grading period).



Setting Your Password (Optional)

If you are concerned about the security of your gradebook, you have the option to use a password to open files. If your files are safe from student access, this step is really unnecessary. To set your **password**:

- Pull down the **File menu** and choose **Set Password…** (see right).



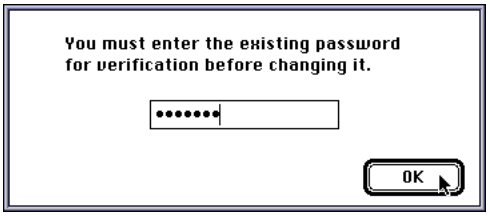
- The **Set Password** window opens (see below). Enter your password in the provided field and click **OK**.

Set Password
A password controls access to a MicroGrade file. Without the password you will not be able to use the file in any way.
Be sure to record the password in a safe place.
pinhead
Cancel
OK

- You are asked to verify your password by reentering it (see below). Notice that dots appear in the field instead of letters. This is to protect your password from prying eyes. Click **OK**. The next time you open a MicroGrade file, you will have to enter your password **SO DON'T FORGET THE SUCKER!!!**

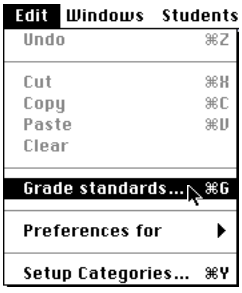
To change or get rid of your password:

- Pull down the **File menu** and choose **Set Password…** The window below opens and you must enter your old password. Click **OK**. The **Set Password** window reopens (see top left). To delete your password, simply click **OK** without entering a new password in the field. To change your password, repeat the process used to create your original password.

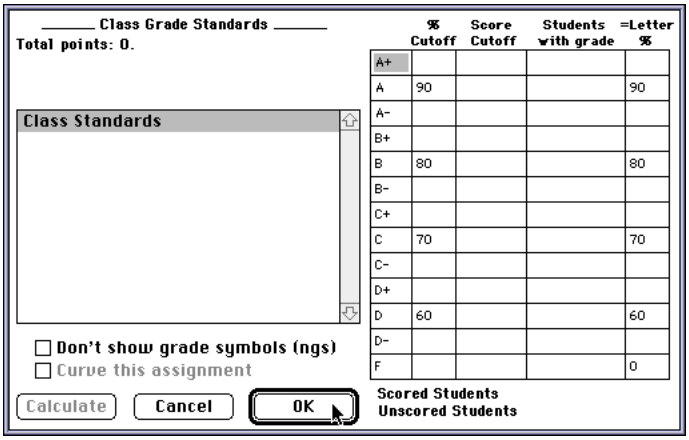


Setting Grade Standards

Setting **grade standards** is the same as defining your grading scale. To set the **grade standards**:



- Pull down the **Edit menu** and choose **Grade standards…** (see right). The **Class Grade Standards** window opens (see next page). If you wish, change the default grading scale (90-80-70-60, etc.). If you want MicroGrade to assign pluses and minuses to grades, click on the appropriate boxes and enter your



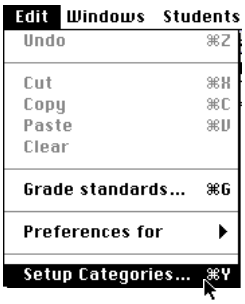
desired cutoff number or percent. If you do NOT want letter grades displayed, click the **Don't show grade symbols (ngs)** box. Notice that it is in this window that you can curve grades for individual assignments (see your manual for details). In this example, the grading scale is as follows: 100-90=A, 89-80=B, 79-70=C, 69-60=D, 59-0=F. There will be no pluses or minuses assigned to letter grades. When you are finished, click **OK**.

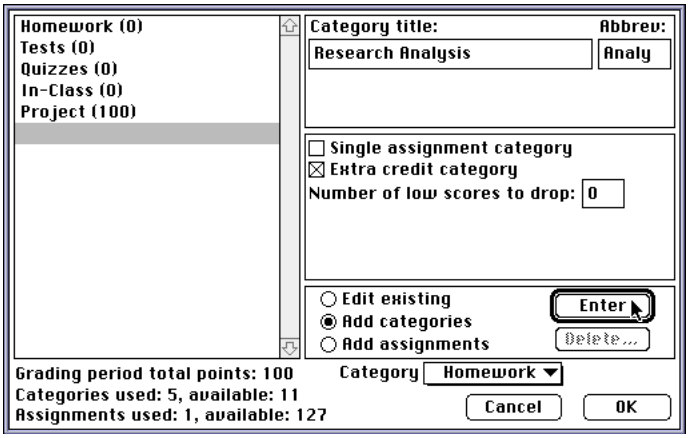
NOTE: You can choose whether you want grades to be determined by percentage scores or raw scores. In most cases, you will want to choose the former. MicroGrade will **NOT** let you choose both options to determine grades, you must choose one or the other.

Setting Up Grade Categories

Setting up grade categories allows you to define the categories for assignments, e.g., homework, tests, etc. You must set up categories before you can create assignments and enter students' scores. To set up assignment categories:

- Pull down the **Edit menu** and choose **Setup Categories…** (see right). The **Setup Categories** window opens (see below). The exact configuration of this window will depend on the preferences you chose in the **Letter grades and Scores** window (see page 8). In this case, grades are determined by total points. Enter the assignment in the **Category title** field and click **Enter** after *each* entry. Notice that MicroGrade keeps track of categories used as well as available categories in the lower left corner of the window. Notice too that when this window is *first* opened, the **Add categories** radio button is automatically selected. When you are finished defining your assignment categories, click **OK.**



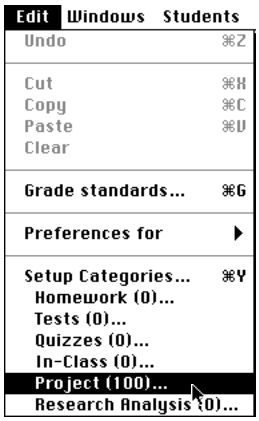


You are returned to the **Roster** window. Notice that when you now pull down the **Edit menu**, your categories appear under **Setup Categories**. To access a category, simply choose it from the menu (see next page).

You can also make changes to your categories. To do so:

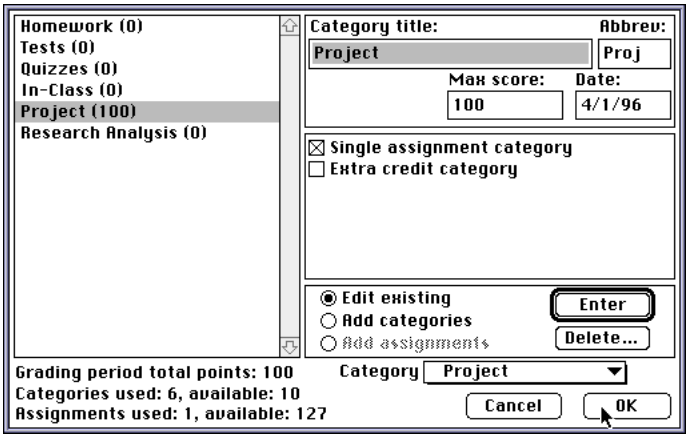
- Pull down the **Edit menu** and choose the category you want to edit (see right). In

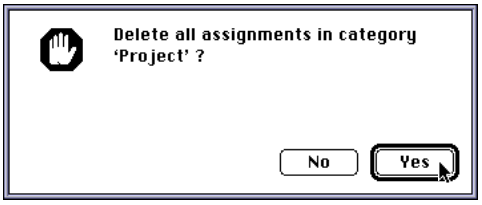
this case, the category, **Project**, will be edited.



- The **Categories** window reopens (see below). Notice that now the **Edit existing** radio button is automatically selected and the selected category, **Project**, appears in the **Category title** field. Make any desired changes and click **Enter**. When finished, click **OK**.

NOTE: You can also delete categories from this window. To do so, *select* the category you wish to delete by clicking on it and then click the **Delete…** button. An **alert window** appears asking you to confirm your choice (see below). Click **OK** and the *selected* category is deleted.





AT THIS POINT, SAVE YOUR WORK!!!!!

Setting Attendance Dates

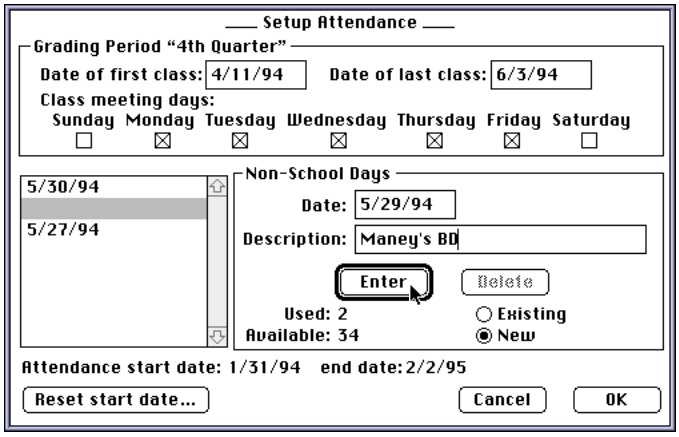
You can easily keep track of students' attendance (**A REAL SWELL FEATURE**). But first, you must configure attendance periods and codes to enable MicroGrade to do so. To set attendance dates:

- Pull down the **Students menu** and choose **Setup Attendance…** (see right).

- An **attendance start date** window opens (see below). Enter the appropriate date and click **OK**.

- The **Setup Attendance** window opens (see next page).

An attendance start date is required to establish attendance tracking.
Attendance can be tracked for 365 days beginning with this date.
Attendance start date: 4/11/94
Cancel
OK

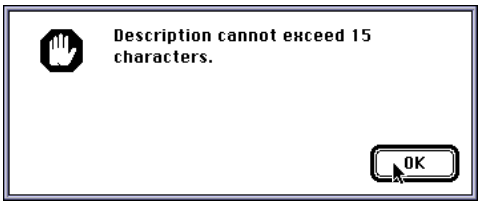


- Set the date of your last class by clicking in the appropriate field and entering the desired date. In this case, the last class is on 6/3/94.

- Confirm that your class meets five days a week by making sure the **Monday-Friday** boxes are *selected* (it is the default setting).

- Define **Non-School Days** by entering the date and brief description. Click **Enter**. In this case, there are three non-school days in this grading period: (1) senior skip day on 5/27; (b) Maney's birthday on 5/29; and (c) Memorial Day on 5/30. When you are finished, click **OK**.

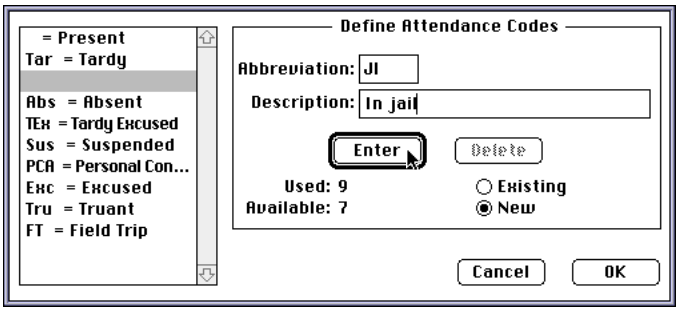
NOTE: If your **non-school day** description is more than fifteen characters long, you see this **alert window**:



Setting Attendance Codes

Next, you need to define your attendance codes.

- Pull down the **Student menu**. Notice that after you set up your attendance, the **Define Attendance codes…** option becomes available (see right). Choose this option and the **Define Attendance Codes** window opens (see below).

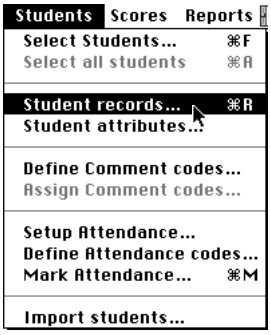


- Define your codes by entering them in the **Description** field. Make sure to give each code an abbreviation. MicroGrade reserves a blank for the **Present** code. Therefore, you *must* have an abbreviation for every other code. Notice that MicroGrade also keeps track of the number of codes used and the number available in the lower left corner of the **Define Attendance Codes** field. When finished, click **OK**. You are returned to the **Roster** window and are now ready to begin entering students' names and IDs.

NOTE: You can change or delete any of your codes at any time. Open the **Define Attendance Codes** window and click the **Existing** radio button. Click on the code you want to delete or change and proceed accordingly. When finished, click **OK**.

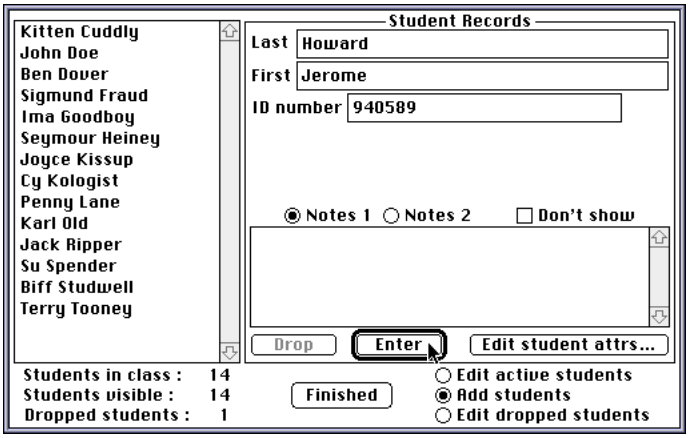
Entering Students

Entering student records is fairly straightforward.



- Pull down the **Students menu** and choose **Student records…** (see right).

- The **Student Records** window opens (see below). Notice the **Add students** radio button is automatically selected. Enter students' first and last names as well as their ID numbers in the appropriate fields. Click **Enter** after each student's record is completed. In this case, Jerome Howard is being added to the class. Notice too that MicroGrade keeps track of your student records in the bottom left corner of the window. When you are done adding students, click the **Finished** button.

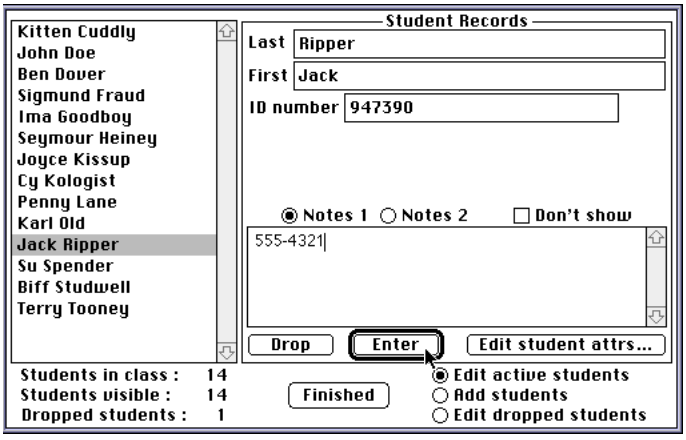


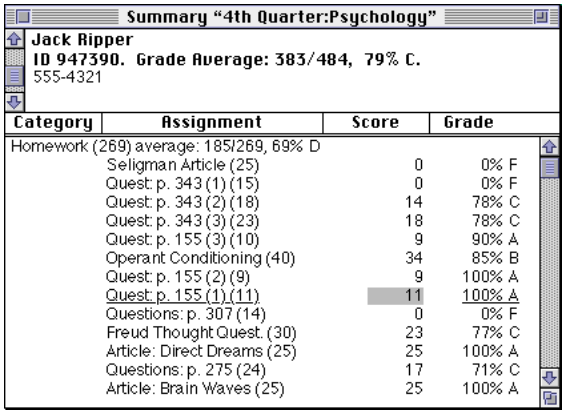
Editing Students

After you have entered all of your student records, you can go back and make changes to them if necessary. To edit student records:

- Open the **Student Records** window and click the **Edit active students** radio button (see below left). *Select* the student whom you want to edit by clicking on his or her name. Make the necessary changes and click **Enter**. In this case, Jack Ripper's phone number was added in the **notes** field (see below left). Notice that his phone number now appears in the **Student Summary** window when we scroll to his name (see below right).

NOTE: You can prevent student notes from being shown in the **Student Summary** window. Simply click the **Don't show** box above the **notes** field.

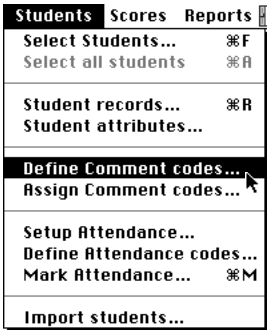


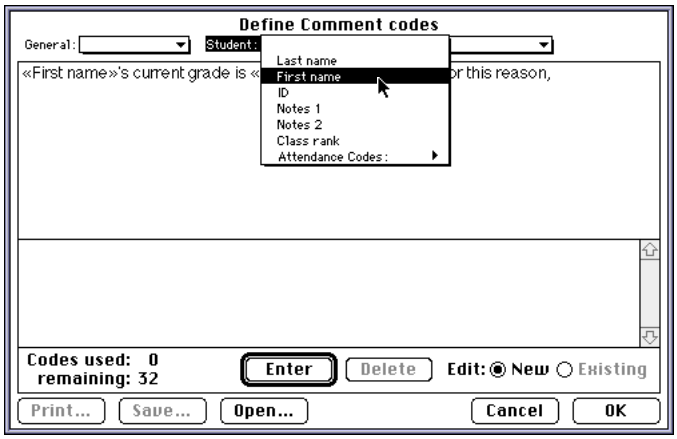

Summary "4th Quarter:Psychology"
Jack Ripper
ID 947390. Grade Average: 383/484, 79% C.
555-4321
Category
Assignment
Score
Grade
Homework (269) average: 185/269, 69% D
Seligman Article (25) 0 0% F
Quest: p. 343 (1) (15) 0 0% F
Quest: p. 343 (2) (18) 14 78% C
Quest: p. 343 (3) (23) 18 78% C
Quest: p. 155 (3) (10) 9 90% A
Operant Conditioning (40) 34 85% B
Quest: p. 155 (2) (9) 9 100% A
Quest: p. 155 (1) (11) 11 100% A
Questions: p. 307 (14) 0 0% F
Freud Thought Quest. (30) 23 77% C
Article: Direct Dreams (25) 25 100% A
Questions: p. 275 (24) 17 71% C
Article: Brain Waves (25) 25 100% A

Defining Comment Codes

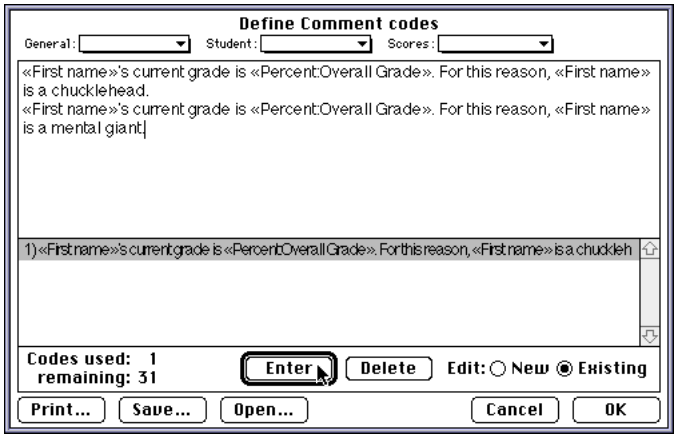
MicroGrade allows you to create customized grade and attendance reports for individual students (more about this feature in the printing reports tutorial). You can create customized comment codes, choose the appropriate comment(s) for your report, and insert it/them in the report. To create comments:

- Pull down the **Students menu** and choose **Define Comment codes…** (see right). The **Define Comment codes** window opens (see below). Notice that the **New** radio button is automatically selected.





- Use the pop-up menus to insert the appropriate fields. In this case, a positive and a negative comment are being created. Both comments use the student's first name from the **Student** pop-up menu and the student's overall percentage from the **Scores** pop-up menu. There is nothing needed for these comments from the **General** pop-up menu. Click the **Enter** button after you compose each comment. When you have finished composing your comments, click **OK.** The two comments can be seen in the window below.


Define Comment codes
General:
Student:
Scores:
«First name»'s current grade is «Percent:Overall Grade». For this reason, «First name» is a chucklehead.
«First name»'s current grade is «Percent:Overall Grade». For this reason, «First name» is a mental giant.
1) «First name»'s current grade is «Percent:Overall Grade». For this reason, «First name» is a chuckleh
Codes used: 1
remaining: 31
Enter
Delete
Edit: New Existing
Print...
Save...
Open...
Cancel
OK

You can change or delete your comments at any time.

- With the **Define Comment codes** window open, click the **Existing** button and *select* the comment that you want to edit or delete. Make the desired changes and click the **Enter** button or click the **Delete** button to delete the comment. Click **OK** when finished.

SAVE YOUR WORK AND MAKE A BACKUP COPY ON A FLOPPY DISK.

Next: Using your gradebook